**Roles & Responsibilities of the Class Parent**

**What is a Class Parent?**

The Class Parent provides an important line of communication between the classroom teacher and parents. It has two main purposes:

* to support the classroom teacher when needed; and
* to relay information to parents about what is happening in the classroom and the school.

Being a class parent is a great way to stay on top of what is happening in the school and take a greater part in the school community.

**Time Commitment**

Class Parents do not have to carry the entire load. Their role is to encourage all parents to get involved.

**How it Works**

At the start of each school year, the classroom teacher will ask for a parent/s to nominate as the Class Parent for the year. NB: This can be shared between two people. As a means of communicating with parents, the school will provide class parents with a list of students in their class at the beginning of the year. The Class Parent will then source, with their permission, email addresses from parents of students in the class to join the class email list. This helps parents get to know other parents in their child's class and gives them a quick resource to contact people when needed.

This email list can be the first point of call if there is a specific question regarding something in the class or school - Preventing phone calls and emails to the school office.

**The Role of Class Parent**

Class Parents will:

* assist the teacher in sourcing helpers for activities/excursions/camps, if required;
* help teachers organise costumes or any other special class event, such as for a yearly concert or dance costume. (Class parents organise the sourcing of costumes either by facilitating making, or buying, and collection of money.);
* assist with bi-annual (every second year) fete, or other special events:
* organising rosters for ‘manning’ class stalls;
* manage facilitation of class responsibilities.
* Support parents, particularly new ones, by providing advice on where to go or who to ask for information when required. (See Kindy Parent Buddy program).
* Encourage parents to get involved with school and P&C activities in some way, however small, throughout the year.

**Guidelines for Email Communication**

Please note that all group email communications, particularly between class parents and to all parents on the class contact list, must comply with the following:

* parents’ contact email addresses must be put in the ‘BCC’ section (ie Blind Copy). This is to help maintain parent privacy, and ensure that parents on the contact list do not receive any emails other than those from the Class Parent. Also, if any parents ‘Reply’ to the class parent, the only person who will receive the reply is the Class Parent.
* All emails sent within your class are for information dissemination only. This is not a discussion platform.

**Extra Support the Class Parent can Provide**

* Plan social activities such as coffee morning or dinners;
* or facilitate play dates.